

Advertisement No. 02 / Date- 30/10/2021

### RECRUITMENT ADVERTISEMENT

Gopalpur Centre of Excellence, Ranpur Invites applications from eligible candidates for Contractual engagement purely on temporary basis for the following posts:-

Positions	No. of Vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (Consolidated)
Program Manager (PM)	01	MBA in any Discipline or Master Degree in Any Stream	40 Years	5 years or above (Experience will be counted after completion of PG/MBA in Development Sector)	20,000/-

1. Details of role, responsibility, qualifications and other eligibility criteria for the post and application forms are available in [www.nayagarh.nic.in](http://www.nayagarh.nic.in)
2. Documents in support of identity, qualifications, experience, etc must be produced in original as and when required.
3. The selection process will consist of shortlisting of candidates on the basis of academic qualification, experience followed by Written examination and personal interview.
4. The Educational Qualification should be from approved recognized institution only. Post Educational work experience will be counted/taken into consideration for selection.
5. Only shortlisted candidates will be informed about further selection through text message and email- id given in the application form.
6. The COE reserves the right to cancel/ reject any or all applications or to cancel/ reject or to amend any clause laid down in the advertisement.
7. **The last date of receipt of applications for the above posts is 16<sup>th</sup>Nov 2021 upto 5:00 pm; the application can be submitted only through E-Mail I.D:- [gopalpurcoe2020@gmail.com](mailto:gopalpurcoe2020@gmail.com) . Candidates should note that incomplete application or applications received after due date and time are liable to be rejected.**

**Office Address:-**

**Centre of Excellence (COE) , Near Nilakantheswar Temple, Post- Gopalpur, Gopalpur GP, Block- Ranpur, Dist- Nayagarh, PIN- 752025**

### Pre- Requisites

1. Self attested scanned copy of all documents in support of identity, Qualification, Experience, age proof certificate, etc to be sent with application to the Email id [gopalpurcoe2020@gmail.com](mailto:gopalpurcoe2020@gmail.com)
2. Candidates shall have a valid personal email id and mobile number which should be kept till the recruitment process is over.

### Selection Procedure:-

The selection process will consist of shortlisting of candidates on basis of academic qualification, experience and skills, followed by Written ability test, Computer test and personal interview.

### Place of Posting

The place of posting of Program Manager (PM) will be at Centre of Excellence(COE) office at Gopalpur Gp, Ranpur.

### Marking Pattern For Recruitment

The Maximum Marks will be 100. The Detailed Break up of the Same is Shared Below

#### Weightage Pattern for the Post of Program Manager

Particulars		Weightage	Category
Educational Qualification	10 <sup>th</sup> Marks (5)	5	Above 90%
		3	Between (70-90%)
		1	Less than 70%
	12 <sup>th</sup> Marks (10)	10	Above 90%
		8	Between (70-90%)
		5	Between (60-70%)
		2	Less than 60%
	Graduation (15)	15	Above 90%
		12	Between (70-90%)
		10	Between (60-70%)
		8	Less than 60%
	Post Graduation (20)	20	Above 90%
15		Between (70-90%)	
10		Less than 70%	

Job Experience	Weightage (30)	30	More than 6 Years of Experience
		25	6 Years of Experience
		20	5 Year of Experience

Interview (20)	15+5	5 marks extra will be given to the candidates who are having working experience in NRLM/OLM Project earlier.
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**RECRUITMENT OF STAFF  
FOR  
GOPALPUR CENTRE OF EXCELLENCE, RANPUR**

**INTRODUCTION & BACKGROUND:-**

Centre of Excellence(CoE) has been conceptualized by OLM which will act as a solution to bridge the capacity gaps of the stakeholders of the same locality. It will act as a training- cum- immersion centre for new areas where OLM is implementing NRLM. Basic idea of establishing CoE is to strengthen all the activities in the GPLF, restrain and rejuvenate all the sub committees in the GPLF as well in the Clf, strengthen all the constituent member in the GPLF over a period of time.

**Objectives:-**

- The CoE will act as as a demonstration model in Social inclusion, Financial inclusion, Economic inclusion etc. in convergence with government schemes and programs.
- To act as an immersion centre for other community institutions, community resource persons, project staff and other stakeholder for learning and sharing.
- To act as a training centre to provide training to community cadres and community staff on themes on which it has already proven its credibility.
- To provide handholding support to organizations, weak in certain areas of management and implementation through its wxpert pool of community professionals.
- To make CoE a self sustainable and financially viable community owned and community managed institution.
- To be a model with regard to observance of “ Das Sutras” by all member SHGs including convergence with PRI.

### **JOB PROFILE OF PROGRAM MANAGER**

1. Setting strategy and directions for strengthening of Coe.
2. Vision building of Coe.
3. Preparation of Perspective plans.
4. Preparation of Detailed Project Report.
5. Preparation of Business Development Plans.
6. Capacity building plan for staff of CoE, Community cadres and leaders.
7. Convergence with Line Departments and partners.
8. Grievance redressal.
9. Planning and execution for Revenue Generation.
10. Success story preparation.
11. Report returns as and when required.
12. Developing implementation strategy to meet all the criteria of CoE within pre defined time period.
13. Coordination with BMMU Staff.
14. Monitoring and Evaluation of all activities related to Coe.
15. Any other task assigned by EC, GPLF(CoE).

### **Desired Criteria for Program Manager**

1. Exposure of working with enterprise promotion.
2. Working experience on different Community level institutions.
3. Working Experience in Development Sector.
4. Basic knowledge in Computer.
5. Possess strong inter-personal Communication skills.
6. Preference will be given to candidates previously associated with NRLM Project.
7. Proficiency in Local Language.

### **Reporting Authority**

Reporting and Reviewing Authority is EC of GPLF

## Application Form for Gopalpur Centre of Excellence, Ranpur

Post Applied For- \_\_\_\_\_

### 1. Personal Details

Title	FIRST NAME	MIDDLE NAME	SURNAME

### Address

Present	Permanent (Not necessary, if the present Address and the Permanent Address are same)
Mobile Number:	
Alternate Contact Number ( if available):	
Email Address:	
Date of Birth: (DD/MM/YYYY)	
Category(SC/ST/SEBC/General)	

### 2. Educational Qualification (10<sup>th</sup> Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage

**N.B.**

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage( documentary proof in support of conversion of grade into % marks should be attached).
- Self attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

**3. Other Training/Qualifications including relevant short training courses:**

Course	Duration	Institution	Details

**4. Employment/Experience Details:**

Name and Address of the Employer	Designation	Duration		Experience in months	Brief Description of Duties
		From	To		

**N.B:- Experience Certificate shall be obtained from the employer & self- attested Xerox copy of the same shall be submitted at the time of verification**

**5. Language Proficiency: (Please tick in the appropriate box)**

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any other (Please Specify)			

**Declaration:-**

I do hereby declare that all statements/information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be fake or incorrect at any point of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

**Date:-**

**Place:-**

**Signature of the Applicant**

